
Risk Management Charter

Background

One of the fundamental principles of effective project management is timely and predictive risk management during project planning and throughout the life cycle of the project. The implementation of risk management planning within project management provides for a methodology that is recognizable, and one that can be validated through qualitative and quantitative processes.

Purpose

The objective of this guide is to define the requisite procedures, processes, and practices that can provide a structure that establishes an organizational and project environment wherein risk management can occur against a specific set of established success criteria.

Guide Scope

An effective project management delivery system provides for an effective risk management delivery system. The implementation of an effective risk management system should provide for:

- Guidance on managing contractor, project, crosscutting (programmatic), and Headquarters level risks within the established DOE Risk Management Framework
- Overall risk documentation with continuous and iterative processes, acknowledging that Risk Management is a living process throughout the entire acquisition process.
- The five steps in the Risk Management Process are:
 - Planning
 - Assessment

- Handling
- Monitoring; and
- Documentation and Communication

This guide will provide implementation guidance to meet these management needs through the implementation and feedback of a sound risk management system. Tailoring guidance for how the process should be applied to major project categories will be included.

The guide will be organized in alignment with the DOE Order 413.3A project phases:

1. Initiation
2. Definition
3. Execution
4. Transition/Closeout

Key Interfaces and Dependencies

- DOE Order 413.3A
- DOE G 413.3-1 Managing Design and Construction: A Systems Approach
- DOE G 413.3-2 Quality Assurance
- DOE G 413.3-3 Safeguards and Security
- DOE G 413.3-4 Tailoring
- DOE G 413.3-5 Performance Baseline and Baseline Management
- DOE G 413.3-6 High Performance Sustainable Building
- DOE G 413.3-8 EM Clean-up Projects
- DOE G 413.3-9 Project Reviews
- DOE G 413.3-10 Earned Value Management
- DOE G 413.3-11 Project Management Lessons Learned
- DOE G 413.3-12 Cost Estimating
- DOE G 413.3-13 Acquisition Strategy
- DOE G 413.3-14 IT Projects
- DOE G 413.3-15 Project Execution Plan
- DOE G 413.3-16 Critical Decision 4

- DOE G 413.3-17 Mission Need Statement
- DOE G 413.3-18 Integrated Project Team
- DOE-STD-1189-2007
- Other DOE Program Offices
- DOE Field Offices
- Risk Management Plan of Action with Milestones (POAM)/EFCOG

Team Membership, Roles & Estimated Resource Requirements

Name	Organization	Telephone and e-mail	Responsibility	Hours
Jack Surash (Sponsor)	EM-50	Tel: 202-586-6382 jack.surash@em.doe.gov	Provide overall leadership and oversight, and promote cooperation between government and industry in achieving excellence in Risk Management.	
Pramod Mallick (Team Lead)	EM-53	Tel: 301-903-9447 Fax: 301-903-7604 pramod.mallick@em.doe.gov	Overall responsibility for obtaining resources, organization of development methodology, assembling and reviewing the documents, and providing monthly status to OECM per the established schedule.	0.25 FTE
Rebecca Winston	Consultant/EM-53	Phone: 208-523-6710 Cell: 208-313-6442 praw@srv.net	Write the guide chapters for overall consistency and consistency with DOE strategic plan. Ensure guide provides integration with other guides.	As needed
Ram Lahoti	EM-53	Phone: 301-903-7210 Ram.lahoti@em.doe.gov	Review the guide to ensure EM policies and consistency with other guides is maintained.	0.05 FTE
Roland Frenck	NA-54	Phone: 301-903-2255 Roland.frenck@nnsa.doe.gov	Write/review the guide chapters related to risk assessment, monitoring, and feedback. Ensure guide provides integration with other guides.	0.08 FTE
Jeffrey Frey	RL	Phone: 509-376-7727 Jeffrey_A_Frey@rl.gov	Review sections of the guide keeping the field office perspective consistent with the DOE O 413.3A and PSO policies.	0.05 FTE

Name	Organization	Telephone and e-mail	Responsibility	Hours
Roger Snyder (Federal Project Director)	LASO	Phone: 505-667-4669 rsnyder@doeal.gov	Review sections of the guide from the federal project director's view with respect to execution consistent with the DOE O 413.3A and NNSA perspective.	0.05 FTE
Mike Cercey	WSRC (EFCOG)	Phone: 803-725-6284 michael.cercey@srnl.doe.gov	Write/review Monitoring and Control, and Identification sections of the guide. Obtain field input by interfacing with other EFCOG community and representatives on other guides.	0.08 FTE
Melanie May	HS-81	Phone: 301-903-1566 Melanie.may@hq.doe.gov	Review sections of the guide to ensure PSO policies and consistency with other guides is maintained	0.05 FTE
Clay Jones	WSRC (EFCOG)	Phone: 803-952-9727 clay.jones@srs.gov	Review guide to ensure consistency with other guides and POAM by interfacing with other EFCOG leads.	0.05 FTE
RL Guillen (Leo)	DOE-RL	Phone: 509-376-0254 R_L_Leo_Guillen@rl.gov	Write/review Risk Management Framework, and Risk Documentation and Communication sections of the guide keeping the field office perspective consistent with the DOE O 413.3A.	0.08 FTE
Donna Merry	Fluor Hanford	Phone: 509-376-9773 donna_s_merry@rl.gov	Write/review risk management processes and risk documentation and communication sections of the guide keeping the contractor/industry perspective consistent with the DOE O 413.3A and PSO policies.	0.05 FTE
Mike Shay	PNNL	Phone: 509-375-6504 mike.shay@pnl.gov	Write/review Risk Assessment sections of the guide keeping the contractor/industry perspective consistent with the DOE O 413.3A	0.05 FTE
Barb Thibadeau	ORNL	Phone: 865-241-8095 bthibadeau@ornl.gov	Risk Management	0.05 FTE

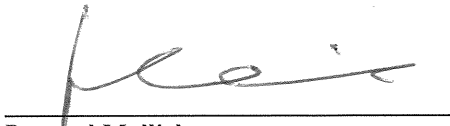
Schedule

This guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval) and published by **September, 2008**. A detailed schedule (plan of action and milestones) will be updated monthly and provided to OECM.

Charter Approvals:

Government Guide

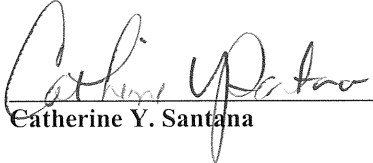
Development Lead:



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Date 4/26/07

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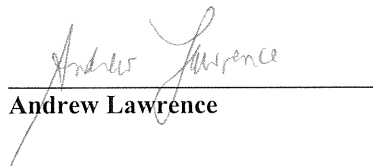
Steering Committee

Members:


Catherine Y. Santana
Date 4-26-07


Jack Surash
Date 4/26/07


Dan Lehman
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Andrew Lawrence
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